

State Library of North Carolina – Library Services and Technology Act
EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2009-2010

PROGRAM-SPECIFIC INFORMATION & GUIDELINES

1. What is this grant program and its purpose?

This grant program is designed to help school library media centers provide a current, accurate, and attractive collection of books that supports student achievement and the importance of reading. The availability of grant funds and the requirement for matching funds are designed to leverage additional money to help build **print** collections and bring heightened attention to the need for improvement of the school library's current collection.

These grants are not intended to be an ongoing source of funding to solve the problem of inadequate print resources. However, previously funded school library media centers may reapply *unless* they received a grant under this program for 2006-2007, 2007-2008, or 2008-2009.

This grant program supports Goal 2 of North Carolina's *Library Services and Technology Act Five-Year Plan 2008-2012* <<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>:

Goal 2 - "Enhance information for lifelong learning for all North Carolinians by expanding the information resources in our state's libraries through strengthening, sharing, digitizing and preserving our valuable and unique collections."

These grants are from federal funds allocated to the State Library of North Carolina under the Library Services & Technology Act (P.L. 108-81), administered by the federal Institute of Museum and Library Services (IMLS).

2. Who may apply?

Libraries that meet these criteria may apply:

- 1) Serve **public** elementary, middle, junior and senior high schools.
- 2) Adhere to the following guidelines for determining an eligible library from *Library Services and Technology Act Five-Year Plan 2008-2012*
<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>:
 - Headed by a full-time certified school media coordinator
 - Operate with a materials budget
 - Have a cataloged collection of information resources
 - Located in a designated space
 - Open a minimum of 20 hours per week.
- 3) Have not received a grant under this program for 2006-2007, 2007-2008, or 2008-2009. A list of ineligible schools is available on the LSTA website:
<<http://statelibrary.dcr.state.nc.us/lsta/NotEligibleSchools09-10.pdf>> .

An eligible public school library may submit only one School Library Collection Development Grant application in this grant round.

3. What amount of grant funds may be requested?

The maximum amount that may be requested is \$10,000; the minimum is \$1,000.

4. Are local matching funds required?

Yes. Matching funds are required for School Library Collection Development Grants. Matching funds demonstrate the school's commitment to the library and its print collection. They must be clearly documented in the application and must meet these guidelines:

- Provide a 25% match -- \$1 match for each \$4 of grant funds (e.g. if a library requests \$10,000 in grant funds, the required match is \$2,500.)
- Come from any combination of local or state sources. **Federal funds cannot be used to match the grant.**
- Must not replace funds normally committed to the library book budget. Consequently, the match amount must represent funds that are in **addition to** a base amount for library books. The base is calculated by averaging the media center's book expenditures for the two school years prior to the year the grant will be implemented.

For example, if a school library applies for \$10,000 in grant funds, it also must provide \$2,500 in matching funds. The \$2,500 in matching funds must be **added to** the average spent for media center books in the two years prior to the grant year (i.e. the amount spent for media center books in 2007-08 and the media center's *projected* 2008-2009 funds for books). See example below.

	2007-08 (previous yr)	2008-09 (current yr)	2009-2010 (grant yr)
Book funds	\$6,000	\$8,000	\$7,000 (average of previous 2 yrs) -projected
25% match of \$10,000	-0-	-0-	\$2,500
Grant request \$10,000	-0-	-0-	\$10,000
Total book funds	\$6,000	\$8,000	\$19,500

- Must **not** be money normally available to the media center that may be expended for books (e.g., such funds might include fines, lost/replacement funds, book fair proceeds).
- Must be spent for an allowable expenditure under grant guidelines. [See below: "How may the project funds be used?"]
- Must be available and spent during the same time period as the grant funds: 2009-2010 grants **and match** are to be spent in the 2009-2010 school year.
- Must be from source(s) clearly explained in the grant application.
- **Must be available for expenditure at the time a funded library signs the grant agreement.**

No grant or matching dollars may be encumbered or expended until media center / school representatives and the State Librarian sign the grant agreement.

5. How may the project funds be used?

Allowable expenditures:

Project funds (grant funds and matching funds) may be used to purchase print **books** that support the school curriculum and the joy of reading. This may include non-fiction, fiction, and reference materials. Other media may be purchased **only** if part of an appropriate book/CD/DVD combination or as audio books to fulfill the needs of specific user populations. **Associated expenses** are also allowable: jobber processing costs, as well as shipping/handling, and taxes (if taxes are not recouped by the school).

Processing provided by a vendor as part of the purchase cost of books is allowable, and encouraged if it speeds making materials available to users.

Unallowable expenses:

*Grant funds and local matching money may **not** be used for the following:*

- Class sets of books
- Accelerated Reader (or other reading program) testing software/disks and spine labels
- Internal processing costs
- Equipment
- Computer software and other media (except CDs and DVDs as noted above)
- "Overhead" or indirect/administrative costs

Libraries that wish to buy more than five copies of one title should provide a clear, concise explanation of why more copies are needed. The State Library retains the right to disallow such expenditures.

6. What is the basis for selecting projects for funding?

To be eligible for consideration, an application must be **received** by 5:00 p.m. February 19, 2009. Reviewers use the following factors and criteria to determine priority for funding among the eligible applications:

A. Need and Impact on Adequacy

The application must clearly explain the deficiencies in the current library media center book collection and show how the project will improve the collection. Assessment of need and appropriateness of the proposed collection development project will be determined by answers to the following questions:

- How many books/volumes does the library media center currently own?
- What is the average age (i.e., copyright date) of the current book collection?
- How many and what specific curricular areas will be supported by the planned purchases?
- What impact will this project have on the library's progress in achieving adequate resources to meet user needs in the specified areas?

The applicant must complete an online data collection survey as part of the application process to inform some of the questions listed above. The data you submit will be combined with your application and reviewed to help determine priority for funding among the eligible applications. An Adobe Acrobat pdf version of the data collection survey is available on the State Library's LSTA website at <<http://statelibrary.dcr.state.nc.us/lsta/slcdsurvey09-10.pdf>>.

B. Collection Analysis and Collection Development Plan

IMPACT defines a collection development plan as: "Plan based on analysis of the present collection that addresses future needs in a systematic and long-term manner." Source: *IMPACT: Guidelines for School Library Media and Instructional Technology Programs* (North Carolina Department of Public Instruction) <<http://www.ncwiseowl.org/zones/mediatech/impact/IMPACT.pdf>>.

This LSTA grant program suggests a three-step approach to collection development:

1. Annual collection analysis:

Prepare a collection analysis that assesses the strengths and weaknesses of the library's print collection, in terms of number of titles, age of collection, circulation data, reading levels, support for curriculum objectives, etc.

2. Needs assessment of the school's curriculum and student body

Analyze the ways in which the strengths and weaknesses identified by the annual collection analysis impact the teaching of the curriculum and the needs of the students

3. Collection Development Plan

Prioritize purchases over a three- to five-year period based upon critical needs for print materials identified in step two. (Appendix A of application)

An example of the three-step approach:

1. Your assessment indicates a weakness in your collection of American History books.
2. Your analysis indicates that this is a significant weakness because American History is part of the curriculum.
3. Your collection development plan for purchases should assign a high priority for purchasing American History books.

TIPS:

Reviewers will need to be persuaded about the value/merit of a collection development plan that relies solely or primarily on reading improvement programs such as Accelerated Reader.

The collection development plan should be based on the materials needed to support the school's curriculum and the North Carolina Standard Course of Study.

C. Local Commitment

Applicants should demonstrate involvement of faculty and staff in planning and the school's support for the project. In addition, the budget information must clearly demonstrate the school's financial commitment. Reviewers will evaluate this support using the following information:

- A signed statement from the principal, library media coordinator, representative of the Media and Technology Advisory Committee, and school treasurer committing to the match, identifying the source of the matching funds, and certifying the average of the library's book expenditures in the two school years prior to the grant implementation year. (Appendix B of application)
- Support of the Media and Technology Advisory Committee (MTAC) for the collection development project. Applications must include a statement of support signed by the MTAC members that documents and describes their involvement. Positions, as well as names, of MTAC members should be included. (Appendix C of application)

D. Ability to Pay and Local Effort

Two additional factors will serve as measures of school need *if all other factors are equal in the review of a group of grant proposals*. Those are:

- The relative resources available to fund schools from local government (i.e. "**ability to pay**") — that is, the relative wealth status of the community based on the per capita local tax base. An additional indicator of ability to pay may be participation in the federal free and reduced school lunch program. The application will require the percentage of students qualifying for federal free and reduced school lunches in the 1st Month 2008-2009.
- The relative **effort** of the school (i.e. "local effort") in supporting school library services — that is, per capita support of a school library or the library operating expenditures as a percentage of the general expenditures for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0910.htm>.

7. What else do applicants need to know?

General Information & Provisions for LSTA Grants

Further information and requirements for 2009-2010 LSTA grants are provided in the *General Information & Provisions* document at

<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>. There you will find essential information such as: additional factors that may be taken into account in the review of all grant proposals and selection of applications for funding; timelines; submission instructions; grant payment procedures; and legal requirements. **Applicants must be familiar with this information.**

Procurement

Grant Provisions for this program (included in the document cited immediately above) include the federal regulation requiring grantees to conduct all procurement transactions in a manner providing full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

8. For further information about this grant program:

Interested applicants are strongly encouraged to contact the State Library with any questions about the School Library Collection Development Grants. Queries may be directed to Penny Hornsby, Federal Programs Consultant, State Library of North Carolina, at 919-807-7420 or penny.hornsby@ncdcr.gov.

SLNC 12/08

State Library of North Carolina – Library Services and Technology Act

**EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2009-2010
Application**

DUE DATE: Original and required copies must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.

SCHOOL NAME: _____

MAILING ADDRESS: _____

U.S. CONGRESSIONAL DISTRICT (in which school is located): _____

SCHOOL CODE: (6 digits) _____ **FED. EMPLOYER ID #:** (9 digits) _____

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

PROJECT FUNDS (whole dollars only):	Grant Amount Requested	\$
	Grant request maximum \$10,000; minimum \$1,000)	+
	Matching Funds	\$
(Match must equal at least 25% of grant amount requested)		
	Total Project Funds =	\$

ABSTRACT: Provide a brief abstract of your project **using only the space below**. See instructions on the following page.

CERTIFICATION AND SIGNATURES:

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying school.

_____ Printed name of Media Coordinator	_____ Signature of Media Coordinator	_____ Date
--	---	---------------

_____ Printed name of School Principal	_____ Signature of Principal	_____ Date
---	---------------------------------	---------------

SLNC 12/08

ABSTRACT INSTRUCTIONS:

The abstract should **clearly and concisely** summarize your project, and must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal. At minimum, specify collection areas to be developed and approximate number of books you will add.

It is critical that you review all grant program information and guidelines before completing this application. See:

- *Program-Specific Information & Guidelines* for LSTA EZ School Library Collection Development Grant 2009-2010 (within this document, preceding this application form; also, <http://statelibrary.dcr.state.nc.us/lsta/SchoolCDGLApp09-10.pdf>), and
- *General Information & Provisions* for 2009-2010 LSTA grants at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

1. SCHOOL & MEDIA CENTER INFORMATION AND ELIGIBILITY TO APPLY:

Mark the appropriate YES or NO box and complete any additional requested information.

If you cannot answer “YES” to questions a-e, you are not eligible to apply for this grant.

	YES	NO	QUESTION
a.			Is your school recognized as a public school by the North Carolina Department of Public Instruction?
b.			Is your school library media center headed by a full-time certified school media coordinator? If yes, provide name. Name: _____
c.			Does your school library have a cataloged collection of information resources (i.e. card catalog or electronic catalog)?
d.			Is the school library housed in a designated space?
e.			Is the school library media center open at least 20 hours per week?
			ADDITIONAL INFORMATION ABOUT YOUR SCHOOL & MEDIA CENTER
f.			Does the school have a line item in its annual budget for circulating books?
g.			Is there flexible/continuous access for all students to the library media center throughout the school day?
h.			Is your school accredited by the Southern Association of Colleges and Schools (SACS)? If yes, provide: Date of initial accreditation _____ Date of last re-accreditation visit from SACS _____

2. DATA COLLECTION SURVEY:

A component of this application is completion of an online data collection survey. The survey data you submit will be combined with your application and used by reviewers to help determine priority for funding among the eligible applications. (If you would like to gather the needed information before completing the online survey, you will find an Adobe Acrobat pdf version at <http://statelibrary.dcr.state.nc.us/lsta/slcdsurvey09-10.pdf>.)

You must complete and submit the electronic survey found at

http://www.surveymonkey.com/s.aspx?sm=kJtoOQg2Ibu3zA8Ek3UQQGQ_3d_3d.

When you are finished with the survey you should print a copy for your files before submitting.

All the following information should be provided on attached sheets. Be sure to number and identify each question. Use a header on each page that includes your school name and page number. Consecutively number the entire application.

TIP: Reviewers may not be familiar with all your acronyms; please spell them out.

3. SCHOOL / COMMUNITY / MEDIA CENTER DESCRIPTION:

This description should give proposal reviewers a current "snapshot" of your school and its media center. *Do not exceed one-half page.*

Provide a brief sketch of your **school and the community** it serves. Be sure to include:

- geographic location of the school in the town/county,
- age of the school,
- grades covered,
- number of teachers, and
- some information about the students served -- particularly noting any growing or shrinking populations (e.g., Latino).

Also include a description of the **media center**. The description should include:

- resources and services offered,
- staffing, and
- factors affecting ability to provide quality library service – e.g., a recent move or expansion.

Add any other pertinent information about your school and your media center.

4. COLLECTION ASSESSMENT AND COLLECTION DEVELOPMENT PLAN:

- a. Analysis: Explain the methodologies you used to analyze the library's print collections – e.g., the age of collection (i.e., copyright dates), circulation data, numbers of titles, reading levels, physical appearance of books, etc., in comparison to your curriculum needs. [It would be helpful for you to consult *IMPACT: Guidelines for North Carolina Media and Technology Programs* which may be found online at <http://www.ncwiseowl.org/zones/mediatech/impact/IMPACT.pdf>. Or go to <http://eduscapes.com/sms/program/mapping.html> for an overview of "collection mapping".] **Do not submit your collection assessment tools.**
- b. Collection plan (for grant year): Describe the 2 – 4 priority areas of your collection on which you plan to spend grant funds. Explain why you are prioritizing each of those specific areas. Your explanations should refer to specific ways in which weaknesses identified through your collection assessment impact the teaching of the curriculum in your school. If possible, discuss your targeted areas in light of the needs of your students.
- c. Attach **Appendix A** providing a brief description of your three year collection development plan. Your targeted areas in 4.b. above will be the priorities of the 2009-2010 year of the three year plan.

5. PROJECT DESCRIPTION: *Do not exceed one page. Do not include book order lists.*

For this section, you will describe what you plan to buy for this project – the purchases that will help you provide accurate, current, and attractive books to meet the needs of students in your school. The proposed project **must be consistent with the assessment, priorities, and plan described in section 4.**

A multiyear collection development plan is a “living, breathing” document. As IMPACT states (pg. 147), “the plan should be reviewed annually to determine that curriculum priorities continue to be reflected in the plan and that resources are being selected and purchased according to the plan.”

- a. How many books, in what specific curricular areas, do you propose to buy for this project and how much do you anticipate spending on them? Example: 30 titles related to space science, the planets and solar system (\$600).
- b. Were there any factors beyond the assessment that led you to propose these books?
- c. Specifically, how was the library's Media and Technology Advisory Committee involved in helping you craft this project in particular and your multiyear plan in general? Describe any and all planning and consultation in which they were involved.
- d. How/when/by whom will the project be carried out? List the sequence of project activities with their respective dates for completion and the name of the person responsible. Reviewers will look for evidence that you have taken into consideration local deadlines (e.g., cut-off dates to receive materials, last date for invoices to be paid by your business office) as well as LSTA grant program deadlines.

6. PROJECT BUDGET:

Provide in the grid below estimates of your proposed expenditures for the School Library Collection Development Grant project. **[Note: In order to make the books available in a timely fashion, the State Library discourages processing in-house. Whenever possible, negotiate with the vendor for reduced processing costs and/or a waiver of shipping/handling fees to maximize use of grant funds for books.]**

Round totals to whole dollars.

		<u>Quantity</u>		<u>Unit Cost</u>		<u>Total Cost</u>
a.	Books			\$		\$
b.	Jobber Processing Costs			\$		\$
c.	Shipping / Handling					\$
d.	Taxes (if not recouped by school)					\$
e.	Total Project Costs (a.-d. above)					\$

Total Project Costs = Grant Funds + Matching Funds (\$4 grant to \$1 matching)

Amount of grant funds requested	*
Amount of matching funds (must = or exceed 25% of grant funds)	+
Total Project Costs (= e. above)	=

* Grant funds requested must be at least \$1,000, but cannot exceed \$10,000.

7. BUDGET EXPLANATION:

Explain the basis for your project budget figures in #6 above. Identify the vendors from whom you expect to make purchases. Explain any costs for jobber processing. *NOTE: Do not include your book order lists.*

8. MATCHING CERTIFICATION:

Attach **Appendix B**, the match certification statement, signed by

- the school library media coordinator,
- a representative of the Media and Technology Advisory Committee,
- the principal, AND
- the school treasurer,

which includes identification and verification of the **amount(s)** and **source(s)** of the matching funds. Be as specific as possible in identifying the source(s) of the matching funds. Letters from matching funders (e.g. PTO, superintendent, community business) are recommended. Or matching funders may sign the matching certification statement.

Additionally, the statement certifies that if awarded a 2009-2010 School Library Collection Development Grant,

- the matching funds will be available for expenditure at the time the school signs the grant agreement;
- a commitment to spend for library books in 2009-2010 a base amount that will equal at least the two-year average of library book expenditures for 2007-2008 and 2008-2009;
- matching funds and grant funds expenditures will be **in addition to** the 2009-2010 base library book expenditures (i.e. the two-year average amount).

9. MEDIA AND TECHNOLOGY ADVISORY COMMITTEE COMMITMENT:

Attach as **Appendix C** the MTAC Commitment statement signed by the members of the Media and Technology Advisory Committee (MTAC) confirming the committee's participation in and support of this collection development project. Positions as well as names of MTAC members should be included.

10. CIPA CERTIFICATION AND COMPLIANCE:

Every public school library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document <<http://statelibrary.dcr.state.nc.us/lsta/SafetyCert2009.pdf>> as part of its application package. However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance09.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at grant.pair@ncdcr.gov or 919-807-7408.

APPLICATION CHECKLIST: A complete application package will include:

- _____ Application signature page, signed by appropriate persons
- _____ Submitted online survey (do not submit printed survey)
- _____ Answers to questions #3-7 (narrative sections and budget)
- _____ Appendix A – Collection Development Plan
- _____ Appendix B – Match Certification
- _____ Appendix C - Media and Technology Advisory Committee commitment statement
- _____ **1 original application** with certifying signatures **in blue ink, plus 9 copies** (10 total)
- _____ **1 original** of the required **CIPA** certification form

SUBMISSION & FORMAT INSTRUCTIONS: Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of *General Information & Provisions* for LSTA Grants 2009-2010 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

DELIVERY INFORMATION:

DUE DATE: *The complete application package must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.*

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications Library Development Section, Room 310A State Library of North Carolina Archives & State Library Building 109 E. Jones Street Raleigh NC 27601	LSTA Grant Applications Library Development Section State Library of North Carolina 4640 Mail Service Center Raleigh NC 27699-4640

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 19, 2009, deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

Do not include this instruction page with your application.

**Collection Development Plan
2009 – 2012
Appendix A**

School:

2009-2010	2010-2011	2011-2012
Subjects to be purchased	Subjects to be purchased	Subjects to be purchased

**LSTA School Library Collection Development 2009–2010
Match Certification Statement
Appendix B**

We certify that the _____
Name of school

- will provide the required match of \$ _____
- This match represents 25% of our LSTA grant request of \$ _____
- The source of these matching funds is _____
- These funds will be available for expenditure at the time the agreement has been signed.
- We will spend the two year average base amount for library books in 2009-2010. We understand that our matching funds and grant fund expenditures will be in addition to the 2009-2010 base book expenditures.

	2007-2008	2008-2009 (projected)	2009-2010
Book expenditures			(avg. of previous 2 yrs)
Grant request	-0-	-0-	+
Match (25% of grant request)	-0-	-0-	+
Total book expenditures			

Required Signatures:

School Library Media Coordinator _____

Representative of the Media
Technology Advisory Committee _____

Principal _____

School Treasurer _____

Date _____

LSTA School Library Collection Development Grant 2009–2010

**Media and Technology Advisory Committee Commitment
Appendix C**

School:

The Media Advisory Committee is in consensus in submitting this application for the LSTA grant. We have seen the background data and analysis reports for our media center and confirm our support of this collection development project.

The Media Advisory Committee has met and analyzed the Collection Development Plan developed by the Media Coordinator. We have examined the collection analysis and discussed the needs of our students in order to determine the focus areas for this grant project.

We are involved in this project and seek this grant in order to meet the needs of our students for a current, accurate, and attractive collection of books.

Name

Position

Signature